



[www.elmazproductions.com](http://www.elmazproductions.com)  
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## **Recruiting and Selecting Personnel with Children**

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to teaching assistants and volunteers, both non-paid and paid. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

### *Controlling Access to Children*

- Consent should be obtained from the applicant to seek information from the Disclosure Barring Services formerly Criminal Records Bureau.
- Two confidential references, including one regarding previous work with children should be obtained (where applicable). These references **MUST** be taken up and confirmed through telephone contact and to check identity.
- Evidence of identity (passport or driving licence with photo) where possible

### *Interview and Induction*

All teaching assistants and volunteers will be required to undertake an informal interview carried out to acceptable protocol. All teaching assistants and volunteers should receive formal or informal induction during which:

- The requirements and responsibilities should be clarified
- They should sign up to the company's policies and procedures
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

### *Training*

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help teaching assistants and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
  - Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
  - Respond to concerns expressed by a child
  - Work safely and effectively with children

## **ELMAZ PRODUCTIONS LTD**

Registered Company: 13346673  
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Elmaz Productions requires:

- All teaching assistants and volunteers who have access to children to undergo a DBS check
- All teaching assistants and volunteers receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person. Undertaken the Safeguarding Level 1 Certificate (online via Vital Skills).

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